NDSP 5.1.6 Procedures for
Establishing Pools, Changing Pools, and Testing

Establishing Pools:

By going to **Pool Maintenance**, and selecting **New Database,** you will be able to create a new Pool.
You must enter the following items, for each pool created;

- UIC
- COMMAND
- COMMANDING OFFICER
- DEPARTMENT HEAD
- COUNT
- SERVICE
- DD FORM 2624, BLOCK 1
- DD FORM 2624, BLOCK 2
- SERVICE TYPE

Changing Pools:

At the **Select Pool Screen** the user selects the desired pool to work with by scrolling through a list of available pools and sub pools.

At any time the user may change testing pools by clicking the **Change Pool Menu,** located under the **"File Menu",** on the **Main Screen.**

Testing Procedures:

The **Testing** menu is the starting point to begin the testing process. Testing under all premises can be started here.
You can select the following test to be conducted;

- Random
- Unit Sweep
- Probable Cause
- Consent
- Rehabilitation
- Mishap Investigation
- Command Directed
- Medical Examination
- Inspection
- Accession Testing
- CO Selected Random Testing
- Other Testing
- Random Testing by Unit
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The **Testing Wizard** will always be the first screen you encounter regardless of the type of testing, it is provided to confirm your testing parameters before testing is conducted.

To select members for testing , click on name in the available column, with the name highlighted select the single arrow.

If you are selecting multiple members hold down the Shift key while selecting the members, and select the Red arrow.

If selecting all available members, select the double Red arrow. Highlighting is not necessary when moving all members.

The "Testing Wizard Results" allows the user to view personnel that have been selected for testing.